

BRA EMPLOYMENT OPPORTUNITY**PLEASE POST!!****TITLE:** AFFORDABLE HOUSING PORTFOLIO MANAGER**JOB POSTING NO.****6-05****EMPLOYMENT STATUS:** BRA Development Program Employee
(see Definition attached)**POSTING DATE:****2/17/05****EXTERNAL DATE:****3/3/05****POSITION FILLED:****DEPT/DIV:** COMPLIANCE/ECONOMIC DEVELOPMENT**DATE:****NAME:**

SUMMARY: Under the direction of the Deputy Director for Compliance, manage daily operations of the BRA Housing Portfolio unit; ensure that affordable housing units produced under the aegis of the BRA remain affordable according to the covenants established by the BRA at the time the units were put into service. Maintain compliance with all established policies and procedures. Coordinate preparation of materials; prepare related reports, make recommendations. Provide direction to Affordable Housing Compliance Assistant and Project Assistant.

Manage the daily operations of the Affordable Housing Portfolio unit. Implement policies and procedures for the pricing of BRA affordable units.

Implement/manage established BRA policies and procedures (HUD Part 5 Income and Asset Verification) for the income certification of proposed buyers and tenants at initial sale, re-sale, initial leasing and re-leasing of affordable units to ensure compliance with Affordable Housing Agreements, Land Disposition Agreements, Covenants for Affordable Housing and Affordable Rental Housing Agreements and Restrictions; coordinate with Office of General Counsel for required closing/lease-signing documentation.

Manage established BRA procedures for the re-sale of affordable units in compliance with the Covenants for Affordable Housing; coordinate with Office of General Counsel for required closing documentation.

Oversee established BRA procedures for the refinancing/mortgage subordination of affordable units in compliance with the Covenants for Affordable Housing; staff to coordinate with Office of General Counsel.

Respond to foreclosure notices of BRA affordable units; coordinate with Department of Neighborhood Development's Don't Borrow Trouble program and Office of General Counsel.

Maintain established BRA procedures for monitoring affordable unit compliance with Covenants for Affordable Housing, specifically owner-occupancy and leasing restrictions.

Maintain all existing procedures for BRA staff regarding the implementation of penalties for the non-compliance of affordable units with Covenants for Affordable Units.

Oversee the Boston Redevelopment Authority Resale Program requiring coordination with the BRA Office of General Counsel, Asset Management, Administration and Finance, and the Boston Fair Housing Commission.

Oversee the maintenance and updating of the Boston Redevelopment Authority Affordable Housing Webpage; coordinate with Boston Fair Housing Commission as needed.

Oversee the BRA's review of Affirmative Fair Housing Marketing Plans (AFHMP). Review developer compliance with the implementation of AFHMPs. Coordinate with Affirmative Marketing Specialist at the Boston Fair Housing Commission.

Oversee the updating and maintenance of the Affordable Housing Compliance Database which includes the adding of new projects once units have closed, monitoring activities, re-sale or refinancing requests, foreclosure notices and other related information.

Prepare reports, memoranda, recommendations and other material for review by supervisor, Director and BRA Board; generate new reports as needed, run established reports, update existing Compliance Logs.

Provide direction and technical guidance to Affordable Housing Compliance Assistant and Project Assistant.

Attend monthly Housing Affordability Advisory Committee meetings with Department of Neighborhood Development staff.

May serve as BRA representative with City and State agencies as required.

Maintain and update current knowledge of Boston economics, neighborhoods and residential base.

Maintain and cultivate working relationships with representatives of community groups, government agencies or other entities.

Plan and conduct meetings as required.

Perform other related duties as required.

QUALIFICATIONS: Work requires a Bachelors Degree in a related field or equivalent. 5-7 years of related experience preferably in affordable housing policy and compliance/regulatory implementation is highly desirable. Exceptional candidates with 3 years of experience will be given consideration. Requires strong project management, communication and organization skills as well as the ability to prioritize. Must have proficiency with office software including (Excel and Access). Must have current familiarity with Boston's economics and residential base and neighborhoods. Prior supervisory experience is desirable.

GRADE: 21**HIRING RANGE \$53, 414.01-\$ 65, 588.83**

To apply: Submit resume/cover letter to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

E-Mail: hr.bra@ci.Boston.MA.US Fax: 617-918-5458

An Affirmative Action/Equal Opportunity Employer

Auxiliary aids and services are available upon request to individuals with disabilities.

APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.

RESOLUTION ADOPTED BY THE
BOSTON REDEVELOPMENT AUTHORITY
DECEMBER 12, 1968

1. RE: Establishment of a class of temporary employees to be known as Development Program Employees.

Whereas, the expanded staff requirements for carrying out the Boston Development Program will exist for a temporary period and can best be met by a maximum flexibility in hiring, dismissal, promotion, and transfer of staff, and

Whereas, if such staff were to be classified as permanently employed within the meaning of Section 2600 of Chapter 121 of the General Laws, it would seriously jeopardize the Authority's ability to carry out the program with maximum efficiency and economy,

Therefore, be it Resolved that there shall be established a new class of temporary employees of the Authority which shall be known as Development Program Employees who shall be employed from time to time for work in the Development Program and shall not be considered as permanent employees of the Authority. All such employees, unless otherwise specifically provided, may be dismissed at any time for cause or on three months' notice without cause.